

## **PROTEST DEADLINES**

**(Public Notice)**

NAME AND ADDRESS OF CONTACT:

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TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: Required on or before May 1.

### **PUBLIC NOTICE**

Colorado law requires the county assessor to hear objections to real property classification and valuation beginning no later than May 2, 2008. Objections to real property valuations must be postmarked, delivered, or presented in person no later than June 2, 2008. Contact the county assessor's office for more information.

Colorado law requires the county assessor to begin hearing objections to personal property valuations no later than June 16, 2008. Written objections to personal property valuations must be postmarked no later than June 30. Objections to personal property valuations presented in person will be accepted through July 7. Contact the county assessor's office for more information.

**PROPERTY TAX EXEMPTION  
FOR QUALIFYING SENIOR CITIZENS AND DISABLED VETERANS  
(Media Release)**

NAME AND ADDRESS OF CONTACT:

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TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: January 1 through July 1

The Colorado Constitution establishes a property tax exemption for senior citizens, surviving spouses of senior citizens, and for disabled veterans. For those who qualify, 50 percent of the first \$200,000 in actual value of their primary residence is exempted, for a maximum exemption amount of \$100,000 in actual value. The State of Colorado pays the property taxes on the exempted value.

**SENIOR CITIZEN EXEMPTION:**

**Basic Qualifications** - Generally, each of the following statements must be true to qualify. The qualifying senior:

- ♦ Must be at least 65 years old on January 1 of this year; and
- ♦ Must be the current owner of record, and listed as the owner of record for at least ten consecutive years prior to January 1; and
- ♦ Must occupy the property as his/her primary residence, and must have done so for at least ten consecutive years prior to January 1.

**Exceptions to Basic Qualifications** - The applicant may still qualify if one or more of the following statements are true:

- ♦ Ownership is in the spouse's name, and the spouse also occupies the property;
- ♦ Ownership has been transferred to or purchased by a trust, corporate partnership or other legal entity solely for estate planning purposes;
- ♦ The qualifying senior or his/her spouse was or is confined to a health care facility;
- ♦ The applicant was forced to move when the prior residence was condemned in an eminent domain proceeding.
- ♦ The applicant is the surviving spouse of a senior who met the requirements on January 1, 2002, or on any January 1 thereafter.

**How to Apply** - To apply, you must complete the appropriate application form and return it to the assessor, postmarked no later than July 15. Late applications may be accepted until September 15 if the applicant can show good cause for missing the July 15 deadline. Two application forms are used for the exemption. The "Short Form" is for a qualifying senior citizen who meets each of the basic requirements. The "Long Form" is used when the applicant falls within one or more of the exceptions to the basic qualifications. If you would like to receive an application form or brochure, or if you have questions about the exemption, please call the assessor's office at \_\_\_\_\_ (telephone number).

## **DISABLED VETERAN EXEMPTION:**

**Basic Qualifications** – Generally, each of the following statements must be true to qualify:

- ♦ The applicant must be a veteran who sustained a service-connected disability while serving on active duty in the Armed Forces of the United States. This includes members of the National Guard and Reserves who sustained their injuries during a period in which they were called to active duty;
- ♦ The applicant must be an honorably-discharged veteran;
- ♦ The United States Department of Veterans Affairs has rated the applicant's service-connected disability as 100 percent permanent and total;
- ♦ The applicant must be the owner of record and must have been the owner of record since January 1 of the current year; and
- ♦ The applicant must have occupied the property as his/her primary residence since January 1 of the current year.

**Exceptions to Basic Qualifications** – The applicant may still qualify if one or more of the following statements are true:

- ♦ Ownership is in the spouse's name, and the spouse also occupies the property;
- ♦ Ownership has been transferred to or purchased by a trust, corporate partnership or other legal entity solely for estate planning purposes;
- ♦ The qualifying disabled veteran or his/her spouse was or is confined to a health care facility.
- ♦ The applicant was forced to move when the prior residence was condemned in an eminent domain proceeding.

**How to Apply** - To apply, you must file a completed application with the Colorado Division of Veterans Affairs, postmarked no later than July 1. Late applications may be accepted until September 1 if the applicant can show good cause for missing the July 1 deadline. If you would like to receive an application form or brochure, or if you have questions about the exemption, please call the assessor's office at \_\_\_\_\_ (telephone number).

**PERSONAL PROPERTY DECLARATION SCHEDULE**  
**(Detailed Media Release)**

NAME AND ADDRESS OF CONTACT:

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\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: January, after the declaration schedules are mailed

Shortly after the first of the year, the assessor's office mails Personal Property Declaration Schedules to every person known to own, possess, or control taxable personal property in the county. Non-receipt of a declaration schedule DOES NOT excuse taxpayers from declaring taxable personal property to the assessor. All persons owning, possessing, or controlling taxable personal property with a total actual value greater than \$2,500 (per owner, per county) on January 1, 2008, are required to report the personal property to the assessor by April 15, 2008.

What must be declared?

All personal property is taxable unless specifically exempt by law.

Taxable personal property includes:

- ♦ All residential household furnishings used to produce income
- ♦ Equipment, furniture, and machinery used by commercial, industrial, and natural resource operations
- ♦ Property used in an agribusiness that does not qualify as agricultural pursuant to § 39-1-102(1.6(a), C.R.S.
- ♦ Expensed assets
- ♦ Fully depreciated assets
- ♦ Personal property in storage that is subject to IRS depreciation
- ♦ Leasehold improvements

Equipment licensed as a motor vehicle (SMM plate or Z-Tab) should not be reported on the Personal Property Declaration Schedule.

How do you file?

The declaration schedule requests property information including description, model number, capacity, year acquired, new or used status, original installed cost, and month and year first placed into service. It also asks for your social security number or federal identification number pursuant to § 39-5-107, C.R.S. If you did not receive a declaration schedule, please call the assessor's office. First-time filers may want to contact the assessor's office for assistance in completing the declaration schedule.

If you have previously filed a complete itemized listing of your personal property with the assessor, you may update the list by providing changes that occurred during the prior year. Changes may include items you acquired last year (including the original installed cost of

each) and any items traded, sold, destroyed, or deleted from your list of personal property. You should review the assessor's record of your account every year to verify its accuracy. Please sign and date the schedule before mailing!

#### When do you file?

The county assessor must receive your declaration schedule by April 15, 2008. There is a penalty for not meeting the deadline: \$50 or 15 percent of the tax due, whichever is less. If you cannot meet the deadline, you may apply for an extension of either 10 or 20 days. The request for extension must be:

- 1) Written
- 2) Postmarked or delivered to the assessor by April 15, and
- 3) Accompanied by a check in the amount of \$20 for 10 days or \$40 for 20 days.

#### What if you don't file?

If you have taxable personal property and fail to file your declaration schedule, the assessor will establish a taxable value based on the "best information available" and attach a non-filing penalty to your account. The assessor may add an additional penalty of up to 25 percent of the assessed value determined for any omitted personal property. The Colorado Supreme Court ruled that values established using the "best information available" cannot be adjusted at a later time if the taxpayer did not file a declaration schedule and also did not protest the assessor's value.

**PERSONAL PROPERTY DECLARATION FILING REMINDER**  
**(Media Release)**

NAME AND ADDRESS OF CONTACT:

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\_\_\_\_\_  
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TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: March 15 through April 15

The \_\_\_\_\_ County Assessor reminds all persons owning, possessing, or controlling taxable personal property (furnishings, equipment and other movable personal property) that the deadline for filing a Personal Property Declaration Schedule is April 15. All persons owning, possessing, or controlling taxable personal property with a total actual value greater than \$2,500 per owner, per county are required to report the personal property to the county assessor. Failure to declare your personal property each year by the deadline will result in the assessor valuing your property using the "best information available" and attaching a penalty to your tax bill. If you did not receive a declaration schedule, you may request one from the county assessor by calling (telephone number).

All personal property is taxable unless specifically exempt by law.

Taxable personal property includes:

- ♦ All residential household furnishings used to produce income
- ♦ Equipment, furniture, and machinery used by commercial, industrial, and natural resource operations
- ♦ Property used in an agribusiness that does not qualify as agricultural pursuant to § 39-1-102(1.6(a), C.R.S.
- ♦ Expensed assets
- ♦ Fully depreciated assets
- ♦ Personal property in storage that is subject to IRS depreciation
- ♦ Leasehold improvements

Equipment licensed as a motor vehicle (SMM plate or Z-Tab) should not be reported on the Personal Property Declaration Schedule.

If you own taxable personal property, you **must** file a declaration schedule, even if you did not receive one from the county assessor.

If you have questions about the Personal Property Declaration Schedule, please contact the assessor's office at \_\_\_\_\_ (telephone number).

**REAL PROPERTY TAXPAYER REMEDIES**  
**(Media Release)**

NAME AND ADDRESS OF CONTACT:

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TELEPHONE NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: April 1 through May 31

From May 2 through June 2, an owner may protest the real property value or the classification established by the assessor. This is the taxpayer's opportunity to correct values based on misclassifications, errors in property descriptions, or other discrepancies that may exist in the property records.

Objections must be filed with the assessor's office by mail or in person by June 2. The information used by the assessor to value your property is available for your review. Upon review of the supplied information, the assessor may need to physically inspect your property to confirm that the property characteristics are accurate.

If you choose to file an objection, the assessor must make a decision concerning your protest and mail you a written Notice of Determination on or before the last working day in June. If you are satisfied with the assessor's determination, the process ends, and your tax will be based on the value reflected on the Notice of Determination.

If you disagree with the assessor's decision, your next step is to file an appeal with the county board of equalization. The county board's address is listed on the assessor's Notice of Determination, and space is provided to explain your reasons for requesting further review.

An appeal to the county board of equalization must be postmarked or hand-delivered by July 15. The county board will notify you by mail of the hearing date, time, and place where you present evidence to substantiate your case. Evidence includes documentation such as the sales prices of properties similar to yours that sold during the time frame specified on your Real Property Notice of Valuation. The county board will conclude the hearings and render decisions by the close of business on August 5. The county board must mail decisions within five business days of rendering its decisions. If the county board adjusts your value, your tax bill for the current year will be based on the adjusted value.

If you disagree with the action of the county board, you may file an appeal with the state Board of Assessment Appeals, district court, or request a binding arbitration hearing. Your appeal must be made within 30 days of the county board's decision.

**PERSONAL PROPERTY TAXPAYER REMEDIES**  
**(Media Release)**

NAME AND ADDRESS OF CONTACT:

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TELEPHONE NUMBER: \_\_\_\_\_

SUGGESTED RELEASE: June 10 through July 7

From June 16 to July 7, owners or agents of owners of taxable personal property (furniture, equipment, etc.) may challenge the actual value of their property set by the county assessor. The value determined by the assessor is based on information submitted on your Personal Property Declaration Schedule. If you failed to file a declaration schedule, the value was determined using the “best information available.”

Taxpayers who disagree with their personal property valuations may object in person on or before July 7. Mailed objections must be postmarked no later than July 7. A form is provided with the Notice of Valuation for this purpose. Once an objection has been filed, the assessor will review your account and mail you a Notice of Determination by July 10.

If you disagree with the assessor's decision, you may file an appeal with the county board of equalization. The address of the county board is located on the assessor's Notice of Determination. Space is provided to explain your reason for requesting further review.

The appeal to the county board of equalization must be postmarked or hand-delivered by July 21. The county board will notify you by mail of the hearing date, time, and place where you present information supporting your case. The county board will conclude the hearings and render decisions by the close of business on August 5. The county board must mail decisions within five business days of rendering its decisions. If the county board adjusts your value, your tax bill will be based on the adjusted value for the current year.

If you disagree with the county board's decision, you may file an appeal with the state Board of Assessment Appeals, district court, or request a binding arbitration hearing within 30 days of the county board's decision.